

QUOTATION FORM

Date: _____

LOT no. 1 - Purchase of Various Office Supplies
ABC - Php 534, 126.60

Name of Supplier

/Company: _____

Address: _____

TIN: _____

Validity Offer: _____

After having carefully read and accepted the Terms and Conditions, I/ We submit our quotation for the items as follows:

QTY	UNIT	ARTICLES/SUPPLIES	UNIT	TOTAL
		DESCRIPTION	PRICE	PRICE
900	piece	BALLPEN, BLACK, 0.7		
535	piece	BALLPEN, BLUE, 0.7		
224	piece	BALLPEN, RED, 0.7		
560	piece	BALLPEN, FINE TECH, BLACK		
330	piece	BALLPEN, FINE TECH, BLUE		
50	piece	BALLPEN, FINETECH, RED		
10	book	COLUMNAR BOOK, 18 COLUMNS		
70	bottle	CORRECTION FLUID		
1	piece	CORK BOARD 36 x 24		
2	piece	DATING AND RECEIVING STAMP W/ INK MACHINE (see "Annex A")		
3	piece	DRY SEAL (see "Annex B")		
10	ream	DTR FORM 48 (1,000s)		
478	box	FASTENER, PLASTIC		
3	piece	FILE BOX, 3-DIVISION, STEEL		
6	pack	FOLDER,TAGBOARD,LEGAL, BROWN (100/PACK)		
100	piece	FOLDER WITH SLIDE, COLOR:BLUE, FOR LEGAL DOCS		
10	pack	INDEX CARD 4x6		
75	pack	INDEX CARD 5x8		
500	piece	LEAVE CARD FORM		
20	piece	MARKER, PERMANENT, fine tech, broad type, black		
300	ream	MIMEO, LEGAL		

554	ream	ONION SKIN , long		
655	ream	PAPER, BOND, LEGAL, sub 16		
60	ream	PAPER, BOND, A4, sub 16		
50	pack	PAPER, legal, color:pale cream, 250gsm (10/pack)		
50	pack	PAPER, A4, color:white, 250gsm (10/pack)		
144	jar	PASTE		
36	piece	TWIN MARKER		
60	pack	STICKER PAPER (HIGH QUALITY) (10/pack)		
16	pair	SCISSORS, 7.5 " STAINLESS STEEL		
148	piece	SIGN PEN - HI-TECH V10, black		
468	piece	SIGN PEN - G2.7 BLACK		
133	piece	SIGNPEN - G2. 7 BLUE		
40	piece	SIGNPEN - G2. 5, BLACK		
20	piece	SIGNPEN - G2. 5, BLUE		
4	piece	STAMP, SELF INKING (see "Annex C")		
8	bottle	STAMP PAD INK, RED, 50 ml		
19	box	STAPLE WIRE, 17 mm		
19	box	STAPLE WIRE, #10		
1	piece	STAPLER, BIG, LONG REACH		
34	piece	STAPLER, STANDARD TYPE W/ BUILT-IN REMOVER, color:blue		
2	piece	IN AND OUT TRAY, STEEL, 2 LAYERS		
8	piece	IN AND OUT TRAY, STEEL, 3 LAYERS		
1	piece	WHITEBOARD 18" X 24"		
7	piece	WHITEBOARD 24" X 36"		
1	piece	WHITEBOARD 72" x 36"		
1	piece	WHITEBOARD WITH CORK 72" x 36"		
53	piece	RIBBON FOR TYPEWRITER		
5	piece	CASH BOX (10.5 cm x 6cm x 4cm)		
			TOTAL AMOUNT	

Signature over Printed Name of
Owner/Manager/Authorized
Representative

Position/Designation

Telephone/Cellphone No. / E-mail address

QUOTATION FORM

Date: _____

LOT no. 2 - Purchase of PC Accessories

ABC - Php 19, 360.00

**Name of Supplier
 /Company:**

Address:

TIN:

Validity Offer:

After having carefully read and accepted the Terms and Conditions, I/ We submit our quotation for the items as follows:

QTY	UNIT	ARTICLES/SUPPLIES	UNIT	TOTAL
		DESCRIPTION	PRICE	PRICE
10	piece	FLASH DRIVE, 8GB CAPACITY		
5	piece	FLASH DRIVE, 32 GB capacity		
13	piece	FLASH DRIVE, 128 GB capacity		
		TOTAL AMOUNT		

Signature over Printed Name of
 Owner/Manager/Authorized Representative

Position/Designation

Telephone/Cellphone No.

Email -address

QUOTATION FORM

Date: _____

LOT no. 3 - Purchase of Various Consumables for Printers

ABC - Php 267, 415.50

Name of Supplier

/Company: _____

Address: _____

TIN: _____

Validity Offer: _____

After having carefully read and accepted the Terms and Conditions, I/ We submit our quotation for the items as follows:

QTY	UNIT	ARTICLES/SUPPLIES	UNIT	TOTAL
		DESCRIPTION	PRICE	PRICE
2	cart	INK CART, (HP 901, BLACK)		
276	bottle	INK, EPSON 003 BK		
177	bottle	INK, EPSON 003 Y		
177	bottle	INK, EPSON 003 M		
177	bottle	INK, EPSON 003 C		
12	bottle	INK, BROTHER PRINTER BT6000BK		
13	bottle	INK, BROTHER PRINTER BT5000C		
13	bottle	INK, BROTHER PRINTER BT5000M		
13	bottle	INK, BROTHER PRINTER BT5000Y		
			TOTAL AMOUNT	

Signature over Printed Name of
Owner/Manager/Authorized
Representative

Position/Designation

Telephone/Cellphone No.

Email -address